

**BRA/EDIC EMPLOYMENT OPPORTUNITY****PLEASE POST!!****TITLE:** ROXBURY RESOURCE CENTER JOB DEVELOPER**JOB POSTING NO.****40-06****POSTING DATE:** 08/28/2006**EMPLOYMENT STATUS:** EDIC Employee**DEPT/DIV:** Roxbury Resource Center/Jobs &Community Services*Job Postings must remain posted for 10 working days before a recommendation for hire can be made. 09/11/2006*

**SUMMARY:** Under direction of the Roxbury Resource Center Manager, market Resource Center services to employers and to the community. Assist in development and maintenance of a referral network to match qualified residents/clients with employment opportunities. Conduct intake and assessment; refer clients to appropriate training and/or employment opportunities. Process and track career counseling, evaluation, placement and guidance. Conduct job training workshops and orientations; make presentations to employers, clients and community organizations.

Market Resource Center Services to local and external employers; obtain vacancy information; post vacancy information in One Stop Career Center network and/or in Resource Library.

Cultivate and maintain effective relationships with employers; address employer needs and challenges; make assessments; formalize action plans that respond to employer needs; refer appropriate job candidates.

Effectively market the One Stop Career Center Services with the ultimate goal of coordinating monthly career fairs/forums.

Work closely with culturally and ethnically diverse populations; familiarize and connect them with an array of employment opportunities in fields that include: construction and trades, services, health care, industrial related opportunities, etc.

Conduct orientations to WIA (Workforce Investment Act) state funded grants that pay for skills training programs, provide career advisement to clients, conduct case management, refer customers to training programs and ABE classes.

Conduct WIA presentations as assigned to community based organizations including prisoner re-entry programs and adult basic education programs.

Assist in design and implementation of outreach programs aimed at potential employers. Develop and maintain recruitment and placement programs with employers in and around Roxbury and surrounding areas to cultivate and enhance employment opportunities for residents. Market recruitment and placement programs to employers.

Establish and maintain close working relationships with all community based recruitment sources and with employment and training programs, as assigned. Refer customers to training programs and classes, and/or employment opportunities.

Monitor a job opening referral network that includes public, private, and community based posting of job openings and provides feedback on the appropriateness of referrals and the success of referred candidates. Collaborate with the Career Centers, Boston's Office of Jobs & Community Services, the Boston Private Industry Council, and other outlets to connect residents to career opportunities. Identify placement opportunities through contact with public agencies; with private commercial, industrial, and service industry organizations and developers.

Interview and screen job seekers/customers. Conduct job readiness training workshops. Assess customer skills ;perform job matching to appropriate employment opportunities.

Prepare and produce reports on job seeker referrals and placements on a monthly, quarterly, or as needed basis. Follow up with employees and employers.

Create and maintain manual and electronic data and files. Ensure accuracy and completeness of records.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Bachelor's Degree in Education, Social Services, Public Administration, Marketing or equivalent and 3+ years work experience. Experience should include more than one year in job placement, employment, training or a related field. Must have the ability to work with culturally and ethnically diverse populations including individuals in prison re-entry programs. Knowledge of and familiarity with local (Greater Roxbury) employer needs and challenges is required. Demonstrated marketing skills are necessary. Must have ability and willingness to work as part of a small team across all program components. Requires knowledge of word processing, spreadsheets and database programs; proficiency with MS Word, Publishing Power point programs is preferred. Excellent interviewing, presentation and interpersonal skills are required. Bilingual skills in English/Spanish or English/Haitian Creole are highly desirable.

**GRADE: 17****HIRING RANGE: \$44, 272.94 - \$53, 191.07**

To apply: Submit resume to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: [hr.bra@ci.Boston.MA.US](mailto:hr.bra@ci.Boston.MA.US)

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